



Interim Instructions for Starting a Building Permit Application For a Project Using the 2019 Chicago Construction Codes **Tents and Other Temporary Structures—Standard Plan Review**

Background

In April 2019, the city council adopted an ordinance creating the 2019 Chicago Construction Codes. Unlike the pre-2019 Chicago Building Code, the Chicago Construction Codes are aligned with the widely adopted model building codes (I-Codes) published by the International Code Council, resulting in some significant changes in terminology. The 2019 Chicago Building Code (Title 14B) and 2019 Chicago Building Rehabilitation Code (Title 14R) became optional for most project types on December 1, 2019, and mandatory for all permit applications started on or after August 1, 2020 (with limited exceptions).

The City of Chicago is currently in the process of upgrading its online building permit interface (the Hansen Dynamic Portal). Unfortunately, the new system was not ready to launch at the same time as the new Chicago Construction Codes.

These interim instructions will guide you through the steps needed to begin a building permit application using the Hansen Dynamic Portal, which does not currently reflect the terminology used in the 2019 Chicago Construction Codes, until that system is replaced in 2021.

By following these instructions, you will avoid unnecessary data entry on your part and help city staff to review and process your permit application more efficiently.

Thank you for your patience and cooperation during this transitional period.

These Instructions

These instructions were written specifically for the following type of building permit application:

Scope of Work: **Tents and Other Temporary Structures (Special Construction)**

Review Program: **Standard Plan Review**

Separate instructions are available on the Department of Buildings website if the scope of work is a permanent building or if you are using the Self-Certification Permit Program. Please use the appropriate instructions for your application type to avoid mistakes and extra work.

The Dynamic Portal and PDF Building Permit Application

To start a new building permit application, visit <http://ipweb.cityofchicago.org/DynamicPortal/> and log in using your unique account. (If you do not have an account, follow the instructions on that page to create one.)

To start this type of permit application, you must be an Illinois-licensed architect or structural engineer or a city-licensed expeditor, and your license must be associated with your user account.

Once you have logged in to the Dynamic Portal, on the main page click “Apply for a permit.”

Several pieces of information that you will be required to provide in the Dynamic Portal portion of the application process will also be required when you fill out the PDF Building Permit Application (Form 400) during a later step of the permit application process. Form 400 reflects the new terminology and requirements of the 2019 Chicago Construction Codes.

It may be helpful if you begin filling out Form 400 before you log in to the Dynamic Portal.

Permit forms, including Form 400, are available at:

https://www.chicago.gov/city/en/depts/bldgs/supp_info/departments_of_buildingsapplications.html

Note: Many of these duplicate steps will be eliminated when the City’s new permitting system comes online in 2021. We appreciate your patience in the interim.

Begin the Online Permit Application

The Dynamic Portal will guide you through several pages to gather basic information about your permit application. As noted above, some of this information must match the information you provide on the PDF Building Permit Application (Form 400) later in the process, so it may be helpful if you begin filling out Form 400 before you log in to the Dynamic Portal.

Note: Many options in the Dynamic Portal are tied to your license type. If you do not see the options described in these instructions, your account may not be configured correctly. Please contact eplan@cityofchicago.org for assistance. When requesting assistance with the Dynamic Portal, it is helpful if you include screenshots of the problem you are encountering.

Job Type

Select “New Construction with Plans” as the permit application type.

In the “Workbenches” section, select “Tent/Canopy/Stage/Platform” only. **Do not select any other choices.**

Permit Application Type*

New Construction with Plans

Please indicate which of the following items will be worked on during your project.

Workbenches

<input type="checkbox"/> Heating/Mechanical	<input type="checkbox"/> Porch/Deck	<input type="checkbox"/> Fire Prevention
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Open Space
<input type="checkbox"/> Electrical	<input type="checkbox"/> Natural Ventilation	<input checked="" type="checkbox"/> Tent/Canopy/Stage/Platform
<input type="checkbox"/> Driveway	<input type="checkbox"/> Accessibility	<input type="checkbox"/> Architectural Work
<input type="checkbox"/> Garage	<input type="checkbox"/> Environmental	

Other Construction

<input type="checkbox"/> Antenna Free Standing < 50 ft	<input type="checkbox"/> Cell Tower Equipment Cabinet	<input type="checkbox"/> Hoist
<input type="checkbox"/> Antenna Free Standing >= 50 ft	<input type="checkbox"/> Crane	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Antenna on Roof - Over 100 lbs	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Spray Pool
<input type="checkbox"/> Cell Tower Antenna	<input type="checkbox"/> Facade	<input type="checkbox"/> Trash Enclosure

Cancel

Next Page

Click “Next Page.”

Job Location

Enter the address where the temporary structure will be installed.

If the temporary structure will be erected on a public street or sidewalk, provide the address of the nearest building. (You will also need to obtain a public way use permit from the Department of Business Affairs and Consumer Protection (BACP) or special events permit from the Department of Cultural Affairs and Special Events (DCASE)).

If the temporary structure will be erected in a park, use the park's official address. For Lincoln Park and Grant Park, provide the address of the nearest building in the park, such as a fieldhouse or museum. (Addresses are available on the Chicago Park District web site.)

You may provide partial address information.

Address
Enter the address where your job is located.
Number* 337
Direction* E
Street Name* RANDOLPH
Street Type
City CHICAGO
State IL
Zip
Previous Page Next Page

Click “Next Page.”

Address List

The system will attempt to validate the address you provide against the City's address records. If the system identifies multiple possible addresses, please select the correct address from the list.

If the address cannot be validated (for example, because the address is on a newly-created street), you may continue with the process to obtain an application number, but you will need to contact the Department of Buildings before you will be able to pay the building permit deposit fee.

Do **not** pick an incorrect address that is “close enough.” It is very difficult to change the address after you start a permit application by paying the deposit fee, and this could delay processing of your permit application.

Address not found or similar addresses found. Please select from the addresses listed below:

Street #	Prefix	Street Name	Suffix	Zip	
337	E	RANDOLPH	ST	60601	<input checked="" type="radio"/>

Use address as originally entered:

Address	
337 E RANDOLPH	<input type="radio"/>

Click “Next Page.”

Job Description

For “Type of Permit” select “Commercial Construction,” even if your project involves a different type of occupancy.

For “Estimated Cost” provide the estimated cost of materials and labor for work to be performed under this permit.

For “Description of the construction/proposed job” see the detailed instructions and examples on the last page of this document.

Review Program*	Standard Plan Review
Type of Permit*	Commercial Construction
Scope of Work*	Tent
Estimated Cost*	\$ 10000
Description of the construction/proposed job* Note: The current use/occupancy classification AND the proposed use/occupancy classification MUST be identified in the description of work.	
SPR 2019 CBC: ERECT 30 X 70 POLE TENT FOR CHICAGO BUILDING CODE FESTIVAL ON PLAZA ADJACENT TO BUCKINGHAM FOUNTAIN	
Previous Page Next Page	

Click “Next Page.”

Application Detail: Building Information

For “Occupancy Code,” click “Display Add Item Form” and select “**J-Misc Buildings/Structures**” regardless of the actual occupancy. Click “Save.”

For “Existing Occupancy Code,” click “Display Add Item Form” and select “**J-Misc Buildings/Structures**” regardless of the actual occupancy. Click “Save.”

For “Building/Tent Area” enter the area of work, in square feet, calculated in accordance with Section 14A-4-412.2.2.1 of the Chicago Construction Codes Administrative Provisions:

The permit fee is based on: “The *gross floor area* of all construction, demolition or rehabilitation work to be permitted [under this application], including the floor area of [work in] *basements* that are excluded from *building area*, in square feet.”

For “Building Height in Feet” enter the building height measured in accordance with Section 14B-2-203 of the 2019 Chicago Building Code, rounded to the nearest whole foot. (Note: this will usually be different than the building height measured for zoning purposes.)

Leave all other fields in the “Building Information” section blank.

Occupancy Code(s)		
ID#	Occupancy Code	
1	J-Misc Buildings/Structures	edit delete
Display Add Item Form		
Existing Occupancy Code(s)		
ID#	Occupancy Code	
1	J-Misc Buildings/Structures	edit delete
Display Add Item Form		
# Floors Worked On	<input style="width: 100%;" type="text"/>	
# Commercial Units Worked On	<input style="width: 100%;" type="text"/>	
Building/Tent Area*	<input style="width: 100%;" type="text" value="2100"/> sqft.	
Foundation Depth	<input style="width: 100%;" type="text" value="1"/> ▼	
# Basements Worked On	<input style="width: 100%;" type="text"/>	
Basement Area	<input style="width: 100%;" type="text"/>	
Excavation required	<input type="radio"/> Yes <input type="radio"/> No	
Building Volume	<input style="width: 100%;" type="text"/>	
Building Height in Feet	<input style="width: 100%;" type="text"/> (Numeric values only. Round to nearest foot.)	
Building Length in Feet	<input style="width: 100%;" type="text"/>	
Building Width in Feet	<input style="width: 100%;" type="text"/>	
Does project include addition of a wind turbine?	<input type="radio"/> Yes <input type="radio"/> No	

Application Detail: Tent

Provide the date that the tent or other temporary structure will be installed and the date it will be removed by:

Erection Starts*	<input style="width: 90%;" type="text" value="8/1/2020"/>		MM/DD/YYYY
Removed by*	<input style="width: 90%;" type="text" value="10/1/2020"/>		MM/DD/YYYY

For most temporary structures, installation is limited to 60 days without written pre-approval from the Department of Buildings, however the system will accept any range of dates.

Standard Plan Review applications must be started, and drawings uploaded **three weeks** before the erection start date to allow adequate time for processing and review.

Application Detail: Application Standard Submission Detail

For “Construction Class” select **“4B – Combustible Frame Construction”** regardless of the actual construction type.

Leave all other fields in the “Application Standard Submission Detail” section blank.

ID#	Submission Item
Display Add Item Form	
Wrecking Permit	<input type="radio"/> Yes <input type="radio"/> No
Wrecking Permit #	<input style="width: 100%;" type="text"/>
Prototype Approval < 24 months	<input type="radio"/> Yes <input type="radio"/> No
Construction Class*	4A - Combustible Frame Construction ▼
Fire Loss	<input type="radio"/> Yes <input type="radio"/> No
Fire Loss %	<input style="width: 100%;" type="text"/>
Front/Rear	▼
Permanent	<input type="radio"/> Yes <input type="radio"/> No
Condo	<input type="radio"/> Yes <input type="radio"/> No
Intergovernmental Agency	<input type="radio"/> Yes <input type="radio"/> No
Agency	<input style="width: 100%;" type="text"/>
Garage/Parking Lot Area	<input style="width: 100%;" type="text"/> sqft.
# Parking Spaces	<input style="width: 100%;" type="text"/>
# Loading Spaces	<input style="width: 100%;" type="text"/>
Fence Height	▼
Fence Length	<input style="width: 100%;" type="text"/>
Vacant Lot	<input type="radio"/> Yes <input type="radio"/> No
Replacement Dwelling/Building	<input type="radio"/> Yes <input type="radio"/> No
Existing Sprinkler Coverage	▼
Airport Type	▼
Airport Area	<input style="width: 100%;" type="text"/>
Residential De-Conversion	<input type="radio"/> Yes <input type="radio"/> No

Application Detail: Zoning Information

Because zoning review is not required for temporary structures, you may place an “x” in each required field.

Zoning Details	
What is the current zoning use of the building?*	x <input style="width: 100%;" type="text"/>
What is the proposed zoning use of the building?*	x <input style="width: 100%;" type="text"/>
Is the proposed zoning use being expanded by area?*	x <input style="width: 100%;" type="text"/>

Note: After completing the required fields on this page, you may save your application and return to it later. If you wish to do this, click “Save Application.”

To continue with the application, click “Next Page.”

Contractors and Contacts

On this page, you will be required to provide information about the permit applicant, property owner, design professional of record, and expeditor (if applicable), as well as the general contractor who will install the tent or temporary structure.

The system will use your credentials to identify your association with the permit application, either as an “Architect” or “Expediter.” This will be displayed on the initial page.

I am Acting As
Contractor Type
<input checked="" type="checkbox"/> ARCHITECT

Contractors and Contacts: Add Contractor

Click “Add Contractor” in the first section to add the design professional of record, any permit expeditor involved with the application, and the general contractor who will install the tent or temporary structure.

On the page which appears, you will be able to search for licensed architects, expeditors, and general contractors either by name or license number.

Finished adding/modifying contractors? Return to main page.			
Enter information below to find a contractor to add to your permit.			
Contractor Type*	<input type="text" value="Expeditor"/>	Search By*	<input type="text" value="Contractor Name"/>
Search String*	<input type="text" value="AB"/>	<input type="button" value="Search"/>	
Type	Contractor Search Matches	License #	Select
EXPD	ABD CONSULTING LLC 4842 W. HUTCHINSON ST., CHICAGO, IL 60641- (224)595-5803 X		<input type="checkbox"/>
EXPD	MAP LAB, INC. 4753 N. BROADWAY , CHICAGO, IL 60640- (773)989-8132 X		<input type="checkbox"/>
Select the contractor(s) you'd like to add to this permit and click Add			<input type="button" value="Add"/>

Mark the checkbox in the column labeled “Select” and then click “Add.”

Continue this process until you have added all contractors, then click “Return to main page.”

Contractors and Contacts: Add Owners/Contacts

Click “Add Individual Owner/Contact” in the second section to add the permit applicant.

You must indicate that the permit applicant is both the “**Owner**” and the “**Tent Contractor.**” (The General Contractor, entered in the previous section, will be responsible for installing the tent, and the project manager will not issue the permit unless a general contractor is provided.)

If the permit applicant is a corporation, company, or similar entity, enter the first part of the name in the “First Name” field and the second part of the name in the “Last Name” field. (See example.)

Finished adding/modifying contacts? [Return to main page.](#)

Contact Type* ☐ Owner - Occupied by Owner
☒ Owner - Not Occupied by Owner
☐ Owner - Occupied by Owner Acting as Architect
☐ Owner - Occupied by Owner Acting as General Contractor
☐ Owner - Occupied by Owner Acting as Architect and General Contractor
☐ Tenant
☐ Emergency Contact
☒ Tent Contractor

Company Name

Title

First Name*

Last Name*

Address* [Use the address you entered for this application](#)

City*

State*

Zip*

Daytime Phone* (xxx)xxx-xxxx

Fax

Mobile Phone

Pager

Email*

[Return to main page](#) [Next](#)

If the contact information that you enter appears to match a record that already exists in the system, the system will ask you to confirm if the contact is the same.

When you have finished entering all contacts, click “Return to main page.”

Contractors and Contacts: Add Company Owner/Contract

Do **not** use this section for temporary structure permits.

Certification

On this page, review and accept the statement and check each of the boxes.

Standard Certificate of Responsibility*

By selecting "I accept", you are certifying that:

1. All information that you have provided in the Application is true and correct;
2. You have read and agree to be legally bound by all terms and conditions contained in this application and;

☒ I Accept ☐ Do Not Accept

Required Documents

- ☒ Aldermanic Acknowledgement Letter
- ☒ Event Letter
- ☒ Flame Spread Certificate
- ☒ Tent Wind Calculations

As of July 1, 2019, an “aldermanic acknowledgment letter” is no longer required and applications are no longer subject to a 10-day waiting period, however you must check the box.

Check the boxes for “Event Letter,” “Flame Spread Certificate,” and “Tent Wind Calculations” even if they do not apply to the type of temporary structure being permitted under this application.

Click “Next Page.”

Application Summary

Review the summary of information to verify that it is correct and complete.

You may click either “Previous Page” or “return to the beginning of the application process” if you need to change any of the data you entered.

The following information must match the information you provide on the PDF Building Permit Application (Form 400) which will be uploaded to ProjectDox:

- “Job Location” must match “Address” (Form 400, Page 1).
- “Estimated Cost” must match “Estimated cost of work” (Form 400, Page 1).
- “Description” must match “Description of work” (Form 400, Page 1).
- “Building/Tent Area” must match “Area of work” (Form 400, Page 1).
- “Erection Starts” must match “Installation start date” (Form 400, Page 3-SC).
- “Removed by” must match “Removed by date” (Form 400, Page 3-SC).
- “Building Height in Feet” must match “Proposed Building Height” (Form 400, Page 3-NC).
- Under “Contractors” the “Design Professional of Record” (Form 400, Page 6-DP), “General Contractor” (Form 400, Pages 5 and 6-GC), and “Expediter” (Page 6-EX), if applicable, must be listed.
- Under “Contacts” the “Permit Applicant” (Page 5) must be listed as “OWNER” and “TENTCONT.”

If you have not already started filling out a copy of the PDF Building Permit Application (Form 400), you should copy the information above to Form 400 before completing this step.

Click “Finish” if the information on the summary page is correct and complete.

Warning: You will not be able to make changes to the application data (other than listed contractors) after you click “Finish.”

Pay Initial Fees to Start Your Application

On the “Status” page, you will see that a zoning fee has been added to your application. You must pay this fee to “start” the application.

Click the “Add to Cart” button to add all unpaid fees to your cart.

Status

Please pay your ZONING FEE by clicking the “Add to Cart” button and then following the checkout process. If you do not pay your zoning fee your application will progress no further. You will not receive an invitation to upload your plans and your zoning review WILL NOT be completed.

Fee Description (Amount Due)	Status
ZONING FEE - TENTS (\$75.00)	Unpaid

Condition Description	Status
There is a Dept of Environment Thorium hold on subject property address. Contact the Department of Buildings for assistance.	No affect on stage

Review Description	Status
A Zoning Review is required.	Incomplete
PRELIMINARY INTAKE REVIEW REQUIRED	Approved

[Check Status](#)
[Edit Contractors](#)
[Add to Cart](#)
[Print Application](#)
X
Do not use the “Print Application” button.

Click “View Cart/Checkout” in the panel on the left side of the page to pay the fees.

Cart / Checkout

Click “Check Out” to be taken to the City of Chicago’s eCheckout system where you will be asked to pay for all items in your cart.

If there are fees in your cart that you do not want to pay for yet, click “Remove” before clicking “Check Out.” You will be able to return fees to your cart from the Status page.

App #	Date	Type	Description	Fee	
100849849	8/2/2020	Building	337 E RANDOLPH ST 60601-	\$75.00	Remove
				Total: \$75.00	

[Check Out](#)

After successfully completing payment using the eCheckout system, you will be returned to the Status Page, where you will be able to confirm that the fees have been paid.

Status Page

As your permit application is being reviewed, you may return to this page to add or change the General Contractor who will be installing the temporary structure. You must provide complete contractor information before the permit can be issued by the project manager.

Please pay your ZONING FEE by clicking the "Add to Cart" button and then following the checkout process. If you do not pay your zoning fee your application will progress no further. You will not receive an invitation to upload your plans and your zoning review WILL NOT be completed.

Fee Description (Amount Due)	Status
ZONING FEE - TENTS (\$75.00)	Unpaid

Condition Description	Status
There is a Dept of Environment Thorium hold on subject property address. Contact the Department of Buildings for assistance.	No affect on stage

Review Description	Status
A Zoning Review is required.	Incomplete
PRELIMINARY INTAKE REVIEW REQUIRED	Approved

[Check Status](#) [Edit Contractors](#) [Add to Cart](#) [Print Application](#)

Do not use the "Print Application" button.

Do **not** use the "Print Application" button.

You will need to visit the Department of Buildings' Permit Applications web page to download the new style of PDF Building Permit Application (Form 400). This form is available at:

https://www.chicago.gov/city/en/depts/bldgs/supp_info/departments_of_buildingsapplications.html

Continue Your Application Using ProjectDox

Invitation to Upload

Within one hour of your fee payment being processed, you will receive an email inviting you to continue the permit application process using the ProjectDox system. You may also log directly in to the City of Chicago's ProjectDox system at <http://planreview.cityofchicago.org/> Please contact eplan@cityofchicago.org for assistance if you do not receive an invitation or cannot see a record for your application number in ProjectDox after an hour.

Upload Drawings and Documents

To continue the application process, you must upload drawings and other documents, including a completed version of the PDF Building Permit Application (Form 400), using the ProjectDox system. Once you indicate that these documents are ready for review by completing the "applicant upload task," city employees will examine your application for compliance with code requirements.

For more information about the City of Chicago's E-Plan process and ProjectDox, including a User Guide, please visit: https://www.chicago.gov/city/en/depts/bldgs/provdrs/e_plan.html.

When Your Permit Is Ready

When your permit application has been approved and your permit is ready to issue, you will receive an email notification. You will be able to pay the balance of your permit fee either through the Hansen Dynamic Portal or at a Department of Finance in-person cashiering location. (If you are paying at an in-person location, make sure you know the 9-digit application number.) After you have paid the fee, you will be able to print a permit certificate from the Dynamic Portal (or receive one from the cashier, if you pay in person). You will also be able to download approved copies of your construction drawings from the ProjectDox system.

Before Work Begins

A copy of the permit certificate must be posted at the construction site and in a location visible from a public street or sidewalk before any work begins. A copy (either paper or electronic) of the approved construction drawings, downloaded from ProjectDox, must be on site at any time when work is occurring.

A copy of the permit certificate must remain posted and visible at the work site until the temporary structure is removed.

More Information

For more information about further steps in the process, including permit-related inspections, please visit our website: <http://www.chicago.gov/buildings>

If you need technical assistance with the Dynamic Portal or ProjectDox, please contact eplan@cityofchicago.org.

If you have comments about these instructions or the transition to the 2019 Chicago Construction Codes, please contact DOBCommissioner@cityofchicago.org.

Description of Work: Requirements and Examples

Making sure your description of work includes key information, is accurate, and is concise is very important to ensuring the plan examination and inspection process will run smoothly.

For this type of work the description must:

- Begin with “SPR 2019 CBC:” (the system will add the start and end dates automatically)
- Describe the type and dimensions of the temporary structure, for example: “8 X 20 SHIPPING CONTAINER,” “20 X 40 POLE TENT,” or “CUSTOM 800 SQFT STAGE”
- Describe the intended use of the temporary structure, for example “FOR ASSEMBLY” or “FOR COOKING” or “FOR STORAGE”
- Describe any event the temporary structure is associated with, for example “DURING TASTE OF CHICAGO,” “FOR SMITH WEDDING,” “FOR VOLLEYBALL TOURNEMENT,” or “FOR PRIVATE EVENT”
- If the temporary structure will be installed on a large site, such as Grant Park, describe the installation location, such as “LOCATION: BUCKINGHAM FOUNTAIN PLAZA”
- If the application is for reinstatement of a previously-issued permit, include “REINSTATEMENT OF PERMIT” and include the previous permit number
- If the permit is for reinstatement of a permit issued under the pre-2019 Chicago Building Code, begin the description with “SPR PRE-2019 CBC REINSTATEMENT”

Examples

SPR 2019 CBC: SIX 8 X 20 SHIPPING CONTAINERS FOR MERCANTILE/STORAGE USE CONNECTED WITH AT-GRADE WOOD DECKS FOR POP-UP RETAIL VILLAGE. INCLUDES SMALL STAGE AND FENCED-IN OUTDOOR SEATING AREA WITH TABLES AND CHAIRS.

SPR 2019 CBC: TWO 15 X 45 FRAME TENTS FOR BUILDING HEALTH / SECURITY SCREENING. LOCATION: DALEY CENTER PLAZA.

SPR 2019 CBC: REINSTATE PERMIT 100123456 FOR ONE 30 X 50 STRUCTURE TENT FOR TEMPORARY MUSEUM EXHIBIT. LOCATION: MUSEUM OF SCIENCE AND INDUSTRY SOUTHWEST TERRACE.

SPR PRE-2019 CBC REINSTATEMENT OF PERMIT 100123456: ONE 20 X 80 POLE TENT, ASSEMBLY-TYPE USE (TABLES AND CHAIRS) FOR 1-DAY PRIVATE EVENT IN ST. JOHN CHURCH PARKING LOT.